## faisal



C/o- +971505891826

Email Address: [faisal.264705@2freemail.com](mailto:faisal.264705@2freemail.com)

Accounts Assistant

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Career OBJECTIVE** **CORE**  **COMPETENCIES** |  | 2 years UAE experience aims to join your esteem organization for apply acquired skills, knowledge and abilities.   |  |  |  | | --- | --- | --- | | * **Data Entry** * **Customer services** | * **Administration** * **Build Relationship** | * **Invoice Booking** * **Asking Question** | | * **Accounts reconciliation** | * **Microsoft Office** * **Accounts Payable** | * **Problem Solver** * **Accounts Receivable** | |
| **Education** |  | **2012: Bachelors in Commerce (Information Technology)**  University of the Punjab, Pakistan  Majors: Accounting, Economics, Cost accounting  **2009**: **Intermediate in Commerce**  University of the Punjab, Pakistan  Majors: Accounting, Business Math, Economics, Statistics |
| **Experience** |  | I joined **JAL international,** Company deals with manpower supply and mega construction projects 2-year experience form **SEPT 2016**as an**Accounts Assistantin**SaudiArabia.  **Major Responsibilities:**   * Maintain up-to-date billing system * Accounts Reconciliation for Receivables and Payments * Carry out billing and reporting activities according to specific deadlines * Management of petty cash transactions. * Controlling credit and ensuring debtors pay on time. * Reconciliation of direct debits and finance accounts. * Communicating with customers & vendors via phone, email, mail or personally * Review invoices and check requests for Payable * Booking and Issuing invoices * Monitor accounts to ensure payments are up to date * Assist in month end closing.   I have worked with Perfect digital trading LLC Company, operating in UAE from **Feb 2014 to Mar 2016**as a **Sales Representative.**  **Responsibilities:**   * Sell specific products and services consumers * Explain different customization features * Sell specific products and services consumers * Explain different customization features * Check inventory to ensure product is in stock * Selects vendors, places orders, and may arrange for service contract * liaising with suppliers to check the progress of existing orders * Negotiating on price, costs, delivery and specifications with buyers * Maintaining and developing relationships with existing customers in person and via telephone calls and emails * Follows up on orders to ensure that materials are delivered on promised dates * Maintains records and follow up files of purchases, stock, and related matters * Contributes to team effort by accomplishing related results as needed |  |
| **COMPUTER & OTHER SKILLS** |  | * Well versed with the necessary computer skills to accomplish the tasks assigned and worked comfortably with the latest versions of the software. * MS Office (MS Word, MS Advance Excel &MS PowerPoint) * ERP Resorts * ERP Peachtree s |
| **Personal:** |  | **Nationality** Pakistani  **Age** 27 Year  **Date of Birth** 25.07.1990  **Iqama** Transferable |